

New Look Contract Container

647122 New Terms Box

Description : Optional description is always visible if used.

Contract Type: Contract

Primary Document : Agreement.doc [Edit in Cloud](#)

Related Contract : Aramark - MSA (610761)

Owner : Bryan Gilliss

Legal : Ashley Anderson

Department Manager : Alexander Carter

Signatory : Grace Rodriguez

FIXED

Start 1/1/2021

End 12/31/2023
2 years 8 months 24 days remaining.

Current Stage/Change Stage: Active for 133 days

Notify on Stage Update:

Review Status: No Reviewers Set for this Contract Container

ABOUT TERMS ADDITIONAL ACCESS

Summary 1 Attachments Notes 2 Related Contract Collaboration Milestones Activities History

Contract Data +

Add Fields Expand All ☒

On April 12, 2021, UCM will be getting a new look inside the *Contract Container*. This is a part of the release of the new *Terms* feature, which may or may not be enabled in your system. Regardless of *Terms* usage, all Contract Containers will now look a little different. All the items you are used to using are still available, but we have moved them around to hopefully make it easier to see and access the information you need to know about your Contract.

Below, we have a labeled map of how a *Container* used to look and where items were located, and then where they are located now in the new look. If you have any difficulty finding anything, please contact UCM support.

(610761) Aramark - MSA

1,516 Day(s) Until End Date, on 05/31/2025

Description: Optional description is always visible if used.

Owner: Bryan Gilliss

Contract Type: MSA

Current Stage/Change Stage: Active for 133 days

Summary 1 Attachments Notes Related Contract Collaboration Milestones Activities History

Contract Data

Show Contract Attributes ☒ Expand All ☒ Sorting Field Name Asc Collapse All Add Fields

Contract Name: Aramark - MSA

Related Contract: ---

Notify on Stage Update:

Review Status: No Reviewers Set for this Contract Container

Additional Access: Read Write Users (2) Read Only Users (3)

Responsible Parties: Legal Martha Jackson Department Manager Haley Williams Signatory --

Primary Document: Basic Agreement.doc [Edit in Cloud](#)

Callouts:

- A: Contract Title
- B: Description
- C: Owner
- D: Contract Type
- E: Contract Name
- F: Related Contract
- G: Notify on Stage Update
- H: Responsible Parties
- I: Primary Document
- J: End Date
- K: Stage/Change Stage
- L: Add Fields
- M: Expand All
- N: Review Status
- O: Additional Access

A	Contract ID & Name are always at the top of the Terms box. Clicking the ID will allow to copy the Container Name & ID with just the text	I	Primary Document. Clicking on the link will download or open the document to view depending on permissions, and if it is a Word or Excel file, you can <i>Edit in Cloud</i> .
B	Description of Contract. Optional, and entered on creation. You can edit by clicking the green <i>Description</i> text.	J	Container Date Countdown is being replaced with the new <i>Term Badges</i> . If you are NOT using Terms, this will still show <i>End Date</i> , but you can configure which custom date it is counting down from in <i>Object Administration</i> .
C	Owner of the Contract. Must be a User of the system and have permission to be assigned.	K	Copy/Lock/Delete , if you have the permissions, have been moved to the Terms Box under the kabob ...
D	Contract Type determines default <i>Field Groups</i> and <i>Workflow</i> , as well as tied to <i>Security</i> in some cases.	L	Add Fields is still in the same general location and works the same. Sorting has been removed, with more customizable plans for the <i>Container</i> look coming soon!
E	Edit Contract Name has changed, and you now DOUBLE CLICK the name of the Contract to change.	M	Expand All is still in the same general location and works the same.
F	Related Contract. The <i>PARENT Related Contract</i> has been added to be above the Grid on the <i>Related Contracts</i> Tab, but also still in the About Box. The <i>CHILDREN</i> Related Contracts are still in the Grid as before.	N	Review Status is an optional per-Container feature that has been moved to right under the Workflow dropdown.
G	Notify on Stage Update. Users assigned here will be notified any time the <i>Workflow</i> is updated. It has been moved to right under the Workflow dropdown.	O	Additional Access allows you to grant one-off access to Containers that a User may not be able to see under their normal security settings. The functions all work the same as before, it is just now a part of the Terms box.
H	Responsible Parties have now moved up to be with <i>Owner</i> , and will be visible on all Tabs of the Container. Clicking any will open all for editing.		

The screenshot shows a contract management interface for a contract with ID 647122. The interface includes a 'New Terms Box' at the top, a 'Description' field, a 'Contract Type' dropdown, a 'Primary Document' link, a 'Related Contract' link, an 'Owner' field, and a 'Responsible Parties' section. The 'Responsible Parties' section is highlighted with a blue box and labeled H. The 'Related Contract' section is highlighted with a green box and labeled F. The 'Additional Access' section is highlighted with a yellow box and labeled O. The 'Notify on Stage Update' section is highlighted with a purple box and labeled G. The 'Review Status' section is highlighted with a purple box and labeled N. The 'End' date is highlighted with a red box and labeled J. The 'Start' date is highlighted with a green box and labeled I. The 'Copy' button is highlighted with a blue box and labeled K. The 'Lock' button is highlighted with a green box and labeled L. The 'Delete' button is highlighted with a red box and labeled M. The 'Add Fields' button is highlighted with a red box and labeled L. The 'Expand All' button is highlighted with a blue box and labeled M. The 'Summary' tab is highlighted with a green box and labeled F. The 'Related Contract' tab is highlighted with a green box and labeled F. The 'Contract Data' button is highlighted with a green box and labeled F. The 'Add Fields' button is highlighted with a red box and labeled L. The 'Expand All' button is highlighted with a blue box and labeled M. The 'Summary' tab is highlighted with a green box and labeled F. The 'Related Contract' tab is highlighted with a green box and labeled F. The 'Contract Data' button is highlighted with a green box and labeled F. The 'Add Fields' button is highlighted with a red box and labeled L. The 'Expand All' button is highlighted with a blue box and labeled M.

Contract ID	ContractName	ContractType Name	StageName	Owner
894524	Building Lease - 4000 Main	Facility Lease	Preparing Documents	Bryan Gilliss
894523	Work Order 89273	SOW	Department Review	Bryan Gilliss